



## U.S. OFFICE PRISTINA

### **TEMPORARY VACANCY ANNOUNCEMENT** **05/2007**

**POSITION:** NURSE  
**OPENING DATE:** MAY 29, 2007  
**CLOSING DATE:** JUNE 12, 2007  
**WORK HOURS:** 40 HRS/WEEK  
**SALARY:** FSN-9 (\$ 17, 743.00 annually)

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The U.S. Office Pristina requires a qualified individual to provide **temporary** medical support for U.S. Government personnel, from **August 20, 2007 to March 20, 2008.** The candidate should be certified through the EMT intermediate level, at minimum. Registered Nurse, Nurse Practitioner, or Physician's Assistant credentials are preferred. Requested contract term is up to 6 months.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

- Provides 24-hour availability in support of emergency medical situations.
- Provides diagnosis and treatment of routine and emergency medical conditions in support of U.S. Office personnel.
- Provides education and training to the US and Foreign Service Nationals in preventive medicine and community health subjects.
- Works autonomously with support and consultation from the Regional Medical Officer in Belgrade.
- Maintains all on-site medical records and files.
- Acts as liaison for all medical related business between US Office clinic and KFOR Hospitals.

#### **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

**Education:** Must be a graduate of a professional nursing school or college that has the equivalent of Registered Nurse training in the U.S. and be fully credentialed/licensed in the host country.

**Experience:** At least two years of hospital or outpatient nursing is required, with at least of one year of occupational health experience with a U.S. Federal Agency or U.S. Embassy

**Language proficiency:** Level IV (fluency in speaking/writing/reading) English, Albanian and Serbian are required.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Applicants must be eligible for employment under host government laws and regulations.

**TO APPLY:**

Interested candidates for this position should submit the following:

1. Application for Federal Employment (OF-612 Form).
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of UNMIK ID or copy of Passport
5. Candidate's current photo.

**SUBMITT APPLICATIONS TO:**

U.S. Office Pristina  
Human Resources Office  
Address: Nazim Hikmet, 30  
Pristina, Kosovo

**CLOSING DATE FOR THIS POSITION: June 12, 2007.**

***An equal Opportunity Employer!***

*The U.S. Mission in Kosovo provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.*

**ONLY SELECTED CANDIDATES WILL BE CONTACTED**